

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible non-supervisory, administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as policies, budgeting, and payroll. The employee of this class works with a high degree of independence, and special assignments are received from and work is reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Recommends management policies, goals, and objectives to the Fire Chief. Assists with PIAL rating paperwork. Participates in the research and planning for programs and activities in the fire department. Assists with evaluating and inspecting the effectiveness of divisions and department operations, and helps determine how the department should be organized to ensure maximum efficiency. Collaborates with the Fire Chief on organizing department operations related to equipment, and manages the planning and organization of departmental operations having to do with personnel. Assists with monitoring and evaluating local conditions that may become fire or safety hazards. Reports to emergency scenes as needed and conducts training for department personnel. Performs the administrative duties of the Fire Chief in the absence of the Chief and Deputy Fire Chief.

Keeps promotional eligibility lists. Works with the Chief to promote peace and harmony in the department by seeing that discipline is maintained, counseling employees who are having work problems, and meeting with employee groups. Aids with investigating all accidents involving department equipment or any complaints against department personnel, and makes recommendations on action to be taken.

Prepares and submits an operating budget for the entire department. Assists with the compilation and organization of data needed to prepare the budget. Manages the accounting for the money and assets of the fire department, and for assigned functions or divisions. Prepares expenditure and revenue estimates and maintains expenditure of funds. Purchases equipment and supplies, keeping such purchases within the established operating budget. Prepares payroll records.

Oversees preparation and maintenance of records and reports, and makes decisions concerning what information should be included in all records of the department. Provides for the maintenance of all department records and periodically inspects record keeping systems. Personally completes any forms or records required and prepares payroll records. Prepares LFIRS reports. Writes requests for grants or other special funds, and writes newspaper articles or any other type of official department position paper for publication. Compiles and organizes data needed for reports and completes any forms or records assigned. Ensures that all correspondence addresses to the fire department is received and routed to the appropriate person for response.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Works with boards and agencies that affect the fire department. Conducts polls and surveys related to the fire service, and organizes and analyzes data. Answers questions for the public about operation of the fire department, conducts tours, and oversees public relations projects.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.